

1972

1972-1973 Resident Handbook

State University of New York College at Cortland

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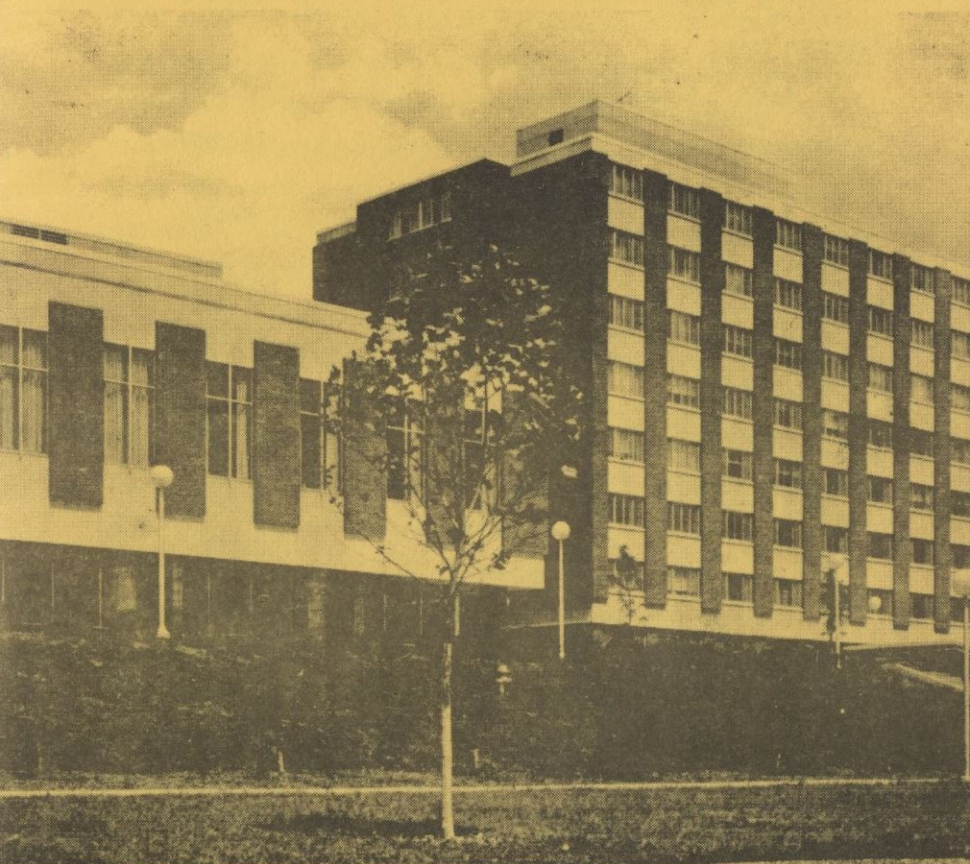
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Your Key To Residence Living

1972-73



**State University of New York
College at Cortland**

RESIDENCE HALL DIRECTORY

1972-73

ALGER HALL		
Resident Assistant Office	753-2624	
Mr. Carl Johnson, Area Coordinator	753-2609	
BISHOP HALL		
Resident Assistant Office	753-2616	
Miss Patricia Grassi, Director	753-2601	
CHENEY HALL		
Resident Assistant Office	753-2617	
Mr. Raymon Franco, Director	753-2271	
CHENEY-DEGROAT COMPLEX		
Mr. Stanley Nosek	753-2602	
CLARK HALL		
Resident Assistant Office	753-2626	
Mr. Samuel Prinzi, Area Coordinator	753-2611	
DEGROAT HALL		
Resident Assistant Office	753-2618	
Mr. Robert Metzger, Director	753-2608	
FITZGERALD HALL		
Resident Assistant Office	753-2619	
Miss Carol Weinberg, Area Coordinator	753-2603	
HAYES HALL		
Resident Assistant Office	753-2620	
Mr. Joseph Balet, Area Coordinator	753-2604	
HENDRICK HALL		
Resident Assistant Office	753-2621	
Mr. Charles Lamb, Director	753-2605	
HIGGINS HALL		
Resident Assistant Office	753-2625	
Miss Susan Harris, Area Coordinator	753-2610	
RANDALL HALL		
Resident Assistant Office	753-2622	
Mr. Richard Herzman, Director	753-2606	
SHEA HALL		
Resident Assistant Office	753-2623	
Mr. Charles DeLine, Assistant Director	753-2607	
SHEA HALL/STAGE 13		
Miss Donna Bundy, Area Coordinator	753-2612	
SECURITY		753-2111
RESIDENCE HALL DIRECTOR ON DUTY		753-2011
INFIRMARY		753-4811
EMERGENCY		753-2222

RESIDENCE HALL STAFF

R.A.'s and Residence Hall Directors

Each of the residence halls at Cortland is under the direction of a graduate director or an Area Coordinator. The Graduate Assistants work under their Area Coordinators who hold master's degrees in Student Personnel and guidance or related areas. The staff is prepared to discuss and help students with problems whether they are of a personal, academic or vocational nature.

The Resident Assistants (R.A.'s) work directly with the Residence Hall Directors. There is an R.A. on every floor of the 11 halls on campus. These are men and women students who are carefully chosen on the basis of character, personality and willingness and ability to help others.

The Resident Assistant serves as a liason person between students and the Student Personnel staff. His or her primary responsibilities are to help orient freshmen and new students to the campus and refer them to the appropriate student services when needed; to assist the individual student with personal, academic and social problems; to help insure an atmosphere conducive to academic pursuits through influencing student behavior; to serve as an advisor to student groups within the hall; to perform the administrative duties necessary for the functioning of the hall; and to serve as a student leader among his peer group.

Maintenance Staff

Each residence hall has a custodian and two cleaning ladies who maintain public areas such as bathrooms, lounges, hall, laundry room and kitchenettes. The custodians make all minor repairs. Their responsibilities in these areas apply only to normal everyday traffic and use. Student understanding of the role of maintenance staff and cooperation with them are essential to the harmonious functioning of the residence hall.

RESIDENCE HALL GOVERNMENT

The Hall Council is the governing body of each residence hall and consists of the hall officers and wing or floor chairmen. It establishes hall policies and promotes coordination of programs and ideas within the hall. Each hall also forms special programming committees to foster better social and academic-cultural programs within the hall. Members of the halls are urged to take an active part in helping to establish the most stimulating environment possible.

At the beginning of each year, elections are held for officers; for floor or wing chairmen who are responsible for conducting floor meetings and representing their floor or wing on the Hall Council; and for representatives to the various campus organizations, such as House of Delegates and Board of Governors, who are responsible for acting as a liason between the members of the floor and the organizations.

Judicial System

Regional Courts—The Regional Courts have been established to have jurisdiction over the residence hall areas. There are four such Regional Courts established thusly: Region I (Hayes, Higgins, Hendrick); Region II (Bishop, Shea, Alger); Region III (Clark, Fitzgerald, Randall); Region IV (Cheney, DeGroat). The Regional Courts will handle infractions which occur within each region. All decisions may be appealed to the College Court. For more information about referral and operation of the court system consult an R.A. or your Director.

Residence Hall Dues

Hall dues are collected each semester or at the beginning of the academic year. The amount is set by each hall and is used to pay for activities and functions of the hall throughout the semester.

HOUSING INFORMATION

Contracts and Bills

State University Policies Pertaining to Resident Students

1. The residency by any student in any dormitory project is conditioned upon his continued attendance in good standing as a student of the University, the payment by him of all tuition, fees, charges and assessments which are imposed and compliance with those rules and regulations.
2. Each student assigned residency in a dormitory project will be held responsible for any damage to his assigned room or quarters or to the furniture, fixtures, equipment and effects contained therein and for any damage caused by him to any other part of dormitory premises or attendant facilities.
3. In the event that two or more students occupy the same room or quarters and it cannot be ascertained which student is responsible for the damage, the assessment will be made against both or all equally.
4. Each student will be responsible for immediately reporting the need for repairs to his assigned room or quarters and all fixtures, furniture, equipment and effects contained therein.
5. All students at any time in or upon any part of dormitory premises or attendant facilities shall conduct themselves in an orderly manner and shall take care not to cause any damage, defacement or other injury to such property, ordinary wear and tear excepted.

6. Any student guilty of breach of these regulations or who fails to pay any fee or assessment as required, shall be subject to such appropriate disciplinary action as may be determined by the Chief Administrative Officer of the unit at which the student is in attendance.

Hall Contracts

Room and board payments for the fall semester are made during the summer by mail. For the spring semester, payments will be made directly to the Business Office in the Miller Administration Building on dates to be announced.

Any change in name, school address or home address should be registered immediately at the Housing Office, third floor, Miller Administration Building.

The College undertakes at all times to maintain educational and pleasant living conditions in all its residence halls, and the right is reserved to remove an occupant at any time.

Refund Policy

The policies for room and board refunds are outlined in the room and board contract. If further information is needed, consult with your Resident Assistant or Residence Hall Director.

Fire Alarm System

In every room there is a bell-shaped object which is a fire detector. The fire alarm system is connected with the Cortland Fire Department and when the fire alarm is set off the Cortland Fire Department is immediately dispatched to the hall. It is for this reason the the detector must not be tampered with in any way.

Persons found tampering with the fire alarm system or fire extinguishers are subject to disciplinary action by the appropriate judicial body. In addition, students are reminded of the provisions of the State Penal Law concerning false alarms. The pertinent section of the Penal Law, Article 145, Criminal Mischief and Related Offenses, is stated here:

Section 15—Criminal Tampering in the Second Degree

A person is guilty of criminal tampering in the second degree when, having no right to do so nor any reasonable ground to believe that he has such right, he:

1. Tampers with the property of another person with the intent to cause substantial inconvenience to such person or to a third person; or
2. Tampers or makes connection with property of a gas, electric, steam or water-works corporation, telephone, telegraph corporation, common carrier, or public utility operated by a municipality; except that in any prosecution under this subdivision, it is an affirmative defense that the defendant did not engage in such conduct for a larcenous or otherwise unlawful or wrongful purpose.

Criminal tampering in the second degree is a Class B misdemeanor.

Fire Drills

Emergency drills are conducted periodically, with at least 4 drills held per year. Before leaving the building, each student should:

1. Close the windows (to prevent a draft).
2. Raise the blinds (for firemen to see in).
3. Turn on the ceiling lights (for firemen to see in).
4. Leave door open (checkers will close it).
5. Wear solid footwear, coat or housecoat and carry a towel or comparable head protection.

Exit Procedures:

1. All residents must exit through the end wing fire doors. No one exits through the center part of the buildings unless either end stairwell is blocked.
2. After exiting the building find the roll checker in the prescribed location and wait for your name to be called.
3. Re-enter the building when the signal is given.
4. PLEASE REMAIN QUIET DURING THE ENTIRE FIRE DRILL AND NO SMOKING.

Note: In the high rises the elevators will be stopped before the drill and must not be used to exit the building, unless told by your Director or firemen to do so during a real emergency.

Room Changes

Students will be allowed to make intra-hall changes with the consent of all parties involved in the change, the Resident Assistants affected and the Residence Hall Director. Inter-hall changes will generally not be allowed unless the student is able to substantially improve his living situation, i.e., move from a triple to a double or from a double to a single.

Inter-hall changes must also be approved by the Director of Housing. Except for extreme emergencies, these changes should be made during the first three weeks of each semester.

Room Checks

Each student is expected to keep his room neat and clean. Each floor has a broom, dust mop, dustpan, pail and mop for students' use in cleaning their rooms. Rooms procedure before vacation requires unplugging all electrical items, emptying wastebaskets, locking windows, opening venetian blinds, removing all perishable foods from the room and leaving room in order.

For reasons of health and safety, student rooms will be visually inspected or entered by authorized College personnel in accord with the State University Board of Trustees' policies. In most cases prior and proper notification to the student will be made and he will be given the decision to be present or not.

Theft

Students must report promptly to the Director and Campus Security all articles or money missing from their rooms. For insurance purposes, a report to the city police is usually required. Also, students are urged to cooperate completely in policing the right of privacy of their fellow students.

Damages

Students will receive a room contents record card upon moving into a room. Existing damage should be listed and the card then should be signed by the Resident Assistant. Occupants will be held responsible for any damage not listed on the card.

Electrical Appliances

The student may bring: radio, record player, electric razor, hair dryer, heating pad, iron, tape recorder, clock, typewriter, sewing machine.

Prohibited equipment includes: hot plates, electric coils, sunlamps, air conditioners, electric blankets, refrigerators and any appliances with exposed units.

Food in Rooms

Non-perishable food may be kept in students' rooms.

Tape

Thumb tacks, nails, screws and Scotch tape or other adhesives may not be used on walls, ceilings or doors.

Pets

NO pets are permitted in residence halls.

Temperature Control:

Cheney and DeGroat

If students in Cheney and DeGroat experience a problem with room temperature control, they should drop a note in the hall "fixit box" or call 2120. DO NOT tamper with the thermostats.

DINING INFORMATION

Dining Halls

Residents of Cheney and DeGroat Halls dine in the Brockway Dining Hall. The residents of all other halls will be assigned to eat in either Winchell or Neubig Dining Halls. The dining halls are set up on a cafeteria basis. Hours are:

Breakfast:

Monday-Friday—7:15 a.m.—9 a.m.

Saturday and Sunday Brunch—10:30 a.m.—1 p.m.

Lunch:

Monday-Friday—11:15 a.m.—1:15 p.m.

Dinner:

Monday-Saturday—4:30 p.m.—6 p.m.

Sunday—4:30 p.m.—6 p.m.

Meal tickets will not be issued this year. I.D. cards will be used instead for admission to the dining halls.

Sick Trays

Sick trays may be obtained from the dining halls. Residence Hall Directors and Resident Assistants may issue sick tray slips. For lunch, sick trays are available before 11:45 a.m. and after 1 p.m. For the evening meal, they may be picked up at any time during the regular dining hall serving hours. Regular meal trays will be provided unless soft or liquid diet trays are requested.

Snack Bars

Each residence hall has vending machines for snacks at any time of the day. Corey Snack Bar is open until 12:00 midnight. The Dragon's Den in Old Main has vending machines and is open until midnight daily.

Guests at Meals

Prices of meals, paid in cash at the door, are:

Breakfast—\$1.00

Lunch—\$1.50

Dinner—\$2.50

Brunch—\$2.00

Guest points may also be purchased at \$.40 per point:

Breakfast—2 points

Lunch—3 points

Dinner—5 points

Brunch—4 points

FACILITIES

Furnishings

Each room is equipped with a desk, dresser, wall mirror, wastebasket and bed for each occupant, and two closets. One sheet, two towels and pillowcase are supplied once a week for each occupant. Two free washcloths will be issued the first week and not exchanged weekly.

Lounge furniture is to be kept in the lounge at all times.

Telephones

Telephones in student rooms are optional. In each room one and only one student must assume the responsibility for the telephone in collecting and paying monthly rental and any toll charges. This student will be billed directly and must make the payment within seven business days. Telephones will be restricted or removed if the bill is not paid.

In September, phones will be reconnected, if you wish, on a bulk rate of about \$3.50. If you do not have your phone connected at this time, the charge later will be \$12.50.

Storage

Trunks must be packed and unpacked on the ground floors. Space is provided in each residence hall for trunk storage during the year.

Trunks, suitcases or other belongings cannot be left in trunk rooms or storage rooms over the summer. Anything left in any room will be discarded by the custodians. This applies even though residents will attend summer school.

This policy is consistent with existing fire codes to prevent a build-up of combustible materials in storage rooms. It is also in your best interest for the prevention of loss or theft of stored articles.

Recreation Rooms

Recreation rooms for members of the academic community are provided in Brockway Hall and the Fay Corey College Union.

There are also recreation rooms in the residence halls. These rooms are primarily for the use of residents. Each hall has public lounge areas on each floor.

Laundry Facilities

Washing machines (35 cents per load), driers, laundry sinks and ironing boards are provided in each hall. Irons are not furnished by the College.

Kitchenettes

Each residence hall has kitchenette units comprised of a stove, sink and refrigerator. These units are provided for the convenience of students and no cooking should be done in student rooms. Units should be kept clean by individuals using them.

POLICIES

Closing

There is no curfew for any student. The residence halls, however, do have closing hours. After closing hours, residents have access to the hall by using their cylinder key at the main entrance to the building.

The fire exits of all residence halls will be closed at dusk. When entering and leaving the hall after these hours, the main doors should be used.

Cylinder Keys

1. Each student living in a residence hall will be issued a cylinder key soon after moving into the hall. This key must be used only by the person to whom it has been issued. It must be returned upon termination of residence in that hall.
2. The cylinder must be presented by the student upon request of the Residence Hall Director.
3. If a cylinder is missing, lost or stolen, it **MUST** be reported **IMMEDIATELY** to the Residence Hall Director. A replacement fee must be paid to obtain a new cylinder.

Emergency Contact Card

1. A resident who plans to be absent from the residence hall for a significant length of time is encouraged to complete the Emergency Contact Card. This information is confidential and will be used to attempt to contact the student in the event of an emergency.
2. Vacation sign-out on the Contact Card is encouraged for the above reasons. (Other vacation sign-out procedures

established by an individual residence hall should be followed).

3. The Contact Cards will be destroyed after the time period they cover has expired.

Guest Policy

1. Students may entertain overnight guest on Friday and Saturday nights. Guests who are Cortland students may stay on weeknights at the discretion of the Residence Hall Director. There must be a bed available, which has been signed out for the use of a guest.
 - a. Overnight guests **MUST** register with the Resident Assistant on duty upon arrival at the hall. Any violation will result in a referral of the host or hostess (or guest if he is a Cortland College student) to the Regional Court of the residence hall where the offense occurs.
 - b. Guests are not required to purchase a guest set of linen unless the person in whose bed he is sleeping requests it. If the guest wishes to purchase linen (\$1.00), the host or hostess will be responsible for such linen and will be charged for any missing pieces. Linen must be used whether it is purchased by the guest or the host or hostess.
2. Guests are expected to respect quiet hours and other hall regulations and to adhere to all College regulations.
3. If a guest is not a College student, the host or hostess will be held responsible. If a guest is a Cortland student he is responsible for his own actions. Violations of a visiting student teacher will be acted on upon his return from teaching.
4. The College is concerned about the welfare of a guest

- but is not responsible for injury or personal property.
5. Meals can be purchased in the snack bar or cafeteria.
 6. Parking is available at the College Field only.
 7. Parents will not be housed overnight in residence halls as there are many motel facilities in the Cortland area. Student guests should be approximately of high school or college age.

Guest Mattresses and Cots

Each residence hall has been given a proportional amount of the College's guest mattresses. These mattresses are limited to use in the hall to which they are assigned. Any student wishing to secure a mattress for a weekend guest will register no more than a week in advance in the R.A. Office during the regularly scheduled duty hours. Actual mattress "pick-up" hours will be set by individual residence halls. The student must return the mattress during the designated "turn-in" hours and NO LATER THAN the Monday night following the weekend in which it was borrowed.

A limited number of cots, blankets and pillows are also available to help accomodate weekend guests. These cots may be picked up from the secretaries in Alger Hall on Friday and MUST be returned the following Monday.

Quiet Hours

A major objective of the residence halls is to achieve an environment conducive to academic achievement. When a large number of persons live together, careful planning and the sharing of responsibility are essential to insure the best atmosphere. Noise can be a serious problem and it is necessary that quiet hours be observed by everyone living in

the residence hall. The respect which the residents of the hall have for one another is a necessary adjunct to keeping noise to a minimum for those who wish to study or sleep.

The final responsibility for the effectiveness of quiet hours rests on the individual. It is the individual's right and obligation to let offenders know if their activities are annoying. The schedule of quiet hours in all the halls on Cortland campus is from 7 p.m. on weeknights. Courtesy hours are in effect 24 hours a day.

Students who fail to assume their responsibility will become subject to disciplinary action.

Alcoholic Beverages

Alcoholic beverages are allowed in the residence hall in accordance with the guidelines set forth in the Alcoholic Review Board Guidelines.

Visitation Policy

In accordance with the visitation policy passed on May 21, 1971 by the College Council (by a 5 to 3 vote), the following guidelines and recommendations have been established:

1. Specified residence halls at State University College at Cortland shall have the right to establish and regulate respective visitation hours policies subject to the jurisdiction of the Standing Committee on Visitation Hours Policies for State University College at Cortland.
2. Through individual residence hall governments and the Standing Committee, residence hall visitation policies will be formulated in accordance with the guidelines stipulated.

3. Guidelines for establishing Residence Hall Visitation Policies: At the beginning of each year, specified residence halls must formulate their own visitation policies. The policies must be approved by the Visitation Standing Committee before it can be put in effect. After approval the policy should be made available to all residents.
4. Definition of types of visitation:
 - a. An OPEN HOUSE consists of allowing any individual to be in any part of the residence hall.
 - b. A VISITATION consists of allowing only invited guests of the opposite sex to be in student rooms of the residence hall. The host or hostess must be a resident of that hall.
 - c. PUBLIC AREA VISITATION refers to visitation in lounges and other public areas of the hall.
5. Policies being established should include the following guidelines:
 - a. During the hours the residence halls are locked (presently midnight to 6 a.m.; 2 a.m. to 6 a.m. on weekends) guests must be registered and escorted in all areas of the hall.
 - b. The administration of the 24-Hour Visitation Policy will be the responsibility of the individual residence hall councils. Compliance to the regulation of the program is the responsibility of each individual resident.
 - c. Following the approval of a residence hall's visitation policy by the Standing Committee, a hall-wide vote by secret ballot shall be taken. A majority of residents must vote in favor of their visitation policy before their program may be established.

d. Violations of policy:

1) Individual students violating residence hall policy, College regulations and/or civil law will be subject to College judiciary procedures and/or civil action as specified in the College Handbook.

2) Actions of guests of hall residents who are not Cortland students shall be the responsibility of the host.

3) A residence hall council may recommend to the standing committee immediate suspension of operation of the policy in its hall when the policy implementation is unsatisfactory.

4) The Residence Hall Director may suspend visitation (in part or in its entirety) when in his judgement a situation seriously threatens the welfare of the students and/or the proper implementation of the visitation policy. The suspension may remain in effect until the situation is resolved.

5) The Standing Committee reserves the authority to suspend operation of a hall's policy when operation is unsatisfactory or violations are excessive. The Standing Committee must give written approval prior to the reinstatement of the policy.

6) Visitation is not meant to mean extended stay. Those who in the opinion of the Hall Director, Hall Council or the Standing Committee are in violation of this policy are subject to referral to the proper judicial body.

e. Privacy of every individual must be respected.

6. Responsibility

a. The success of each policy is contingent upon the cooperation and responsibility of the residents of each hall.

- b. In accordance with College policy, the host or hostess is responsible for the actions of their guests.
- c. Leaving these responsibilities with the individual student is consistent with the Code of conduct which states:

A Cortland College student, both graduate and undergraduate, shall conduct himself in a responsible manner at all times and in all relationships. The College accords all students freedom of inquiry, freedom of expression and freedom of action; by the same token, each student assumes the obligations and limitations of membership in this College community. Responsibility for conduct which reflects favorably on himself and the College rests with the individual student. (Regional Court, Student Personnel)

Sunbathing

Sunbathing locations are as follows:

Cheney—Between the North and East Wings on the Stevenson Street end.

DeGroat—Between the South and West Wings near the basement laundry door.

Bishop, Fitzgerald, Hayes, Clark and Randall—In the quad or behind Fitzgerald, Clark and Randall away from the street. Lawn areas near the front doors or facing the street and in front of the Union Building may NOT be used.

Guidelines:

1. There should be no sunbathing on the roofs of residence halls or other buildings.
2. Alcohol may not be consumed outside of buildings in the residence hall area.

3. Waterfights should not take place in the residence hall area.
4. Please leave the area used neat and uncluttered by papers, cigarette butts and such. Trash cans will be moved outside for residents' use.
5. Residence hall property may not be carried outside the building. This includes bed pads, chairs, pillows, etc.

Gambling

Gambling of any type is prohibited by College regulations.

Firearms and Explosives

The possession of firearms, explosives and other dangerous weapons is specifically forbidden. Hunting rifles may not be brought into the residence halls but campus security will store them for you upon request.

Drugs

The illegal possession or sale of drugs is in violation of federal and state law. In this regard, the College will not protect students living in residence halls from prosecution under the law nor condone the use of drugs by overlooking their use. The residence hall staff has the responsibility to speak to individual students about their suspected use of drugs in residence halls, provide students as much information as possible about the physiological, psychological and legal ramifications of drug use, and to inform them that drugs are not to be used on the campus. If it is the student's choice to continue to use drugs on campus, he must be prepared to accept complete responsibility for his actions. As far as the College is concerned this could mean immediate removal from residence halls.

Soliciting

To protect residents from unreliable and illegal peddlers, no soliciting is permitted in the halls unless approved by the Office of the Vice President of Student Affairs. Solicitors should be reported to a Resident Assistant if they enter the residence hall without permission. Residents who wish to sell merchandise or services should contact their Residence Hall Director for further information.

EMERGENCIES

Health Service

Each residence hall is equipped with materials for handling minor injuries and illnesses. Contact an R.A. for the use of such materials.

If a visit to a physician is required, the College Infirmary is located off Broadway. The services provided by the infirmary are available to students only and are free of charge. Facilities for spending the night in the infirmary under special care are available if necessary. Transportation to and from the infirmary is the responsibility of the student.

There will be no visiting hours for such students and telephone calls both to and from students should be kept to a minimum.

Office hours are:

Monday—Friday: 9-11 a.m. and 1-3:30 p.m.

Saturday: 9-11 a.m.

In case of emergency call the infirmary at 753-4811.

Security

All crimes committed on the grounds of the State University are under the jurisdiction of the Campus Security Department. All officers of the Security Department are

police officers and are fully empowered to assist all students, etc.

Campus Security Officers tour the residence halls at all times of the day and night to assure that building security is maintained and also to deter persons from committing crimes against the University or its students and employees. If you witness a suspicious incident or person, or if you are the victim of a crime, notify the Campus Security Department at 2111. When calling, the following information should be given :

1. Your name
2. Phone number
3. Location
4. Details of incident

After you call the Security Office, stand by until officer(s) arrive so that incident may be resolved.

In cases not requiring emergency attention, the Residence Hall Director on duty or Security can be reached by calling 753-2011. (Note: This is not a campus extension and must be dialed as an outside number.)

INDEX

Alcoholic Beverages	18	Kitchenettes	14
Appliances, Electrical	9	Laundry Facilities	14
Closing	15	Maintenance Staff	2
Contracts	6	Pets	10
Cylinder Keys	15	Quiet Hours	17
Damages	9	Recreation Rooms	14
Dining Halls	11	Refund Policy	6
Drugs	22	Residence Hall	
Dues	4	Director	1
Emergency Contact Card	15	Residence Hall Staff	1
Emergencies	23	Resident Assistant	1
Fire Alarm System	6	Room Changes	8
Firearms	22	Room Checks	9
Fire Drills	7	Security	23
Food in Rooms	10	Sick Trays	11
Furnishings	13	Snack Bars	12
Gambling	22	Soliciting	22
Government.		Storage	13
Residence Hall	3	Sunbathing	21
Guests, Overnight	16	Tape	10
Guests at Meals	12	Telephone	13
Guest Mattresses & Cots	17	Temperature Control	
Health Service	23	Cheney & DeGroat	10
Housing Information	5	Theft	9
Judicial System	3	Visitation Policy	18